

# Joseph Muindi

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<https://shorturl.at/lcwiV> 

Trained in Bachelor of Commerce (Finance) with expertise in financial analysis, reporting, budgeting, and data-driven decision-making, complemented by strong technical proficiency in financial software, data analysis tools, and automation. Highly analytical, detail-oriented, and proactive, with a proven ability to optimize financial processes through technology. A quick learner, adaptable team player, and effective communicator with excellent problem-solving and organizational skills.

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## Experience

MAY 2024 – SEP 2024

**Accountant- Assistant** \_ Machakos Water and Sewerage Company

Assisted in financial reporting, budgeting, and reconciliation during attachment. Improved record-keeping processes for accuracy and compliance, while helping streamline workflows and optimize resources. Demonstrated strong analytical skills and used accounting software and data tools to support financial decision-making.

APRIL 2025 – JUNE 2025

**Credit Sales Executive** \_ Premier Credit Limited

Gained hands-on experience in customer relationship management, credit assessment, and loan processing. Successfully supported clients through the credit application process while ensuring compliance with company lending policies.

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## Skills

- Computer skills • Proficient with Workday • Team player • Excellent time management skills
- Conflict Management • Public Speaking • Data analytics • Record keeping

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## Education

SEPT 2021 – APRIL 2025

**Bachelor of Commerce (Finance Option)** -Machakos University, Machakos, Kenya

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## Referees

- Ms. Mercy Mutua: +254790408277 (Teacher- Mumbe Academy)
- Mr. Micheal Njenga: +254714281124 (Accountant- Machakos Water Company)